



HEAVY ENGINEERING CORPORATION LIMITED (HEC)
(A Government of India Enterprise)
Plant Plaza Road, Dhurwa-834004, Ranchi, Jharkhand

Additional Terms and Conditions

Ref: Tender No FF/CC/PA/05 Shop/2025- 84

Dtd 06.02.25

Sub: Deployment of Manpower in 05 Shop/ FFP.

Following manpower are required to be deployed in 05 Shop / FFP for the specified works in shop.

	Unskilled	Semi Skilled	Semi Skilled*	Skilled
No of manpower to be deployed	4	14	1	33

Note – Semiskilled* - Worker having experience of critical works

Contact person for submission of tender:

SI No	Name	Mob
1	R K Dwivedi	9570596797
2	Lavakush	9955361910
3	N P Dinkar	7999647931

- (I) **Pre-qualification criteria:** The pre-qualification criteria for respective area is given in the Table below:

SI No	Criteria	Value in Lakh
1	Average annual financial turnover of three years (FY 21-22,22-23 & 23-24), should be at least the amount given in value column. (PI attach documents). As per clause III, 1 (e).	26
2	Experience of having successfully completed similar works during last seven years ending last day of month previous to the one in which tender is invited should be one of the following (such works must had commenced within the aforesaid period of seven years) :	
	a) three similar completed works each costing not less than OR	35
	b) two similar completed works each costing not less than OR	44
	c) one similar completed work each costing not less than	70

“Similar Work” Manpower outsourcing / **Deployment of any category of manpower in any industry/service order of assistance in operation/maintenance in engineering industries**



(II) Evaluation criteria of Bids :

1. The Bidder shall submit the following documents for evaluation of their Techno-commercial Bids:
 - a) Tenderer's profile (refer Annexure-A given hereinafter). Supporting document w.r.t. tenderer status is to be submitted by tenderer.
 - b) Declaration / Discloser of relationship (refer Annexure-B given hereinafter)
 - c) Earnest Money Deposit (EMD).
 - d) Requisite documents for proof of fulfillment of Pre-qualification criteria mentioned above, i.e.
 - i) Annual Income Tax Returns pertaining to the required financial years. Audited balance sheet and P & L statement of three years (FY 21-22, 22-23 & 23-24) / CA certificate for turnover as applicable as per provision of Income Tax.
 - ii) GST Return for FY 21-22, 22-23 & 23-24
 - iii) Certified copy of work-orders and their completion certificates.
 - f) Copy of Goods & Services Tax Registration No. (GSTIN), etc.
 - g) Copy of PAN Card related to Income Tax.
 - h) Integrity Pact - Not applicable.
2. Other conditions:
 - a) Tenderer shall categorically mention their own Provident Fund (PF) code number allotted by Regional Provident Fund Commissioner (RPFC) and submit a copy of registration certificate issued under Employee's Provident Fund and Miscellaneous Provisions Act 1952.
 - b) Tenderer shall categorically mention their ESIC (Employee State Insurance Corporation) Registration number allotted by ESIC and submit a copy of registration certificate issued under the Employee's State Insurance Act, 1948.
 - c) Tenderer shall submit a copy of their GST Registration Certificate.
 - d) In respect of existing running Contracts, the tenderer shall submit a copy of Valid Labour License issued by the office of Regional / Asst Labour Commissioner (Govt of India), under section 12 of Contract Labour (Regulation and Abolition) Act 1970 as amended from time to time.
 - e) A copy of Partnership deed / Memorandum of Association/Registration of organization is to be submitted, if applicable.
 - f) **Work Experience**: The tenderer have to submit a List of Work-orders executed with completion certificate rendering similar services [as defined above in paragraph (II)] with details in the format given below. The tenderer will also enclose therewith copies of all such listed work orders & Performance Certificates issued by the Principal Employer for the respective periods mentioned in the work orders.



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Format for submitting the details of work-experience

Sl. No	Name & Address of the Establishment	Value of Work order	Period of Contract	No of workmen deployed by the Contractor in the Establishment	Types of Services provided

- g) Copies of wage sheets, EPF and ESI challans for the last month of the respective periods (of the work orders) shall also be required for ascertaining whether the tenderer is having requisite expertise in such works and has not failed in fulfilling the statutory obligations, e.g. wage payment, deposit of PF & ESI contributions, etc.
3. Corporation reserve the right to ask for any document in original which may be required for evaluation/ Clarification / Verification of the techno-commercial bid.
4. Submission of any document after opening of bid shall not be allowed unless asked for in writing.
5. Copy of NIT duly signed and stamped by tenderer is to be submitted as a acceptance of all terms and conditions as per NIT. Any deviation in NIT terms is to be mentioned clearly in Annexure B only.
6. Conditional offer in techno-commercial bid will be liable for rejection.
7. Conditional offer in price bid shall be straight away rejected.
8. For evaluation of techno-commercial / price bid and for execution of contract, the Corporation shall be guided by the General Conditions of Contract of HEC as in force at that point of time.
9. Requirement and mode of depositing Earnest Money (EMD)
- a) The Earnest money payable is **Rs 1,50,000/-**only, which is payable in the form of Demand Draft or Bank Guarantee drawn in any schedule bank in any schedule bank in favour of "Heavy Engineering Corporation Limited", Payable at Ranchi.
- b) No interest shall be payable on Earnest Money deposit.
- c) Earnest Money of the unsuccessful bidders will be refunded after finalization of the contract on receiving a written request from the bidders within maximum 15 days.
- d) If the successful bidder fails to execute the contract agreement within 1 month from the date of issue of work order (sample of form of contract agreement is at annexure G), then the Earnest Money amount will be forfeited.
10. Exemption in submission of EMD
The registered MSME / SSI / NSIC bidders will be exempted from deposition of EMD on submission of valid documents as per prevailing Government Rule (such as MSME Certificate / NSIC Certificate / Udyam Certificates etc).



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Original copy of EMD (DD or BG) is to be submitted by the tenderer to the office of tender inviting authority within maximum 1 week from the date of tender opening date. Scan copy of above documents is to be uploaded at web portal www.GeM.gov.in during submission of offer only.

Without submission of above documents as mentioned above, the offer shall be rejected.

(III) Duration of contract :

1. The contract will be for a **period of Six Months from the date of issuance of the Initial Order.**
2. The contract may be extended for further for a period of 6 months at the discretion of the management subject to satisfactory performance of work and acceptance of the contractor.

(IV) Description of Service including scope of services and responsibility

A) Scope of Service:

An service contract for deployment of manpower in 05 Shop for providing assistance for Fettleing work operation in 05 Shop/FFP. The service involved is assistance in work activities like Welding, Fettleing, Gas cutting, Heat treatment, Crane operation, RCC work, allied Maintenance work and other related manual activities

Contractor/firm should deploy man power having adequate working experience for required category, with the operation work and equipment similar to 05 shop, FFP.

Detailed scope of work is mentioned at Appendix I

The workmen to be deployed by contractor/firm for providing assistance is to be obtained in following category as per HEC manpower norms. Worker to be deployed by the contractor will be verified by executing authority and after due verification, the contractor can deploy the required workers.

The workmen to be deployed will be preferred if they had working experience in HEC.

- Unskilled
- Semi skilled
- Semi Skilled* (Workers having experience in critical work)
- Skilled

1. Statutory rules like PF deduction, group insurance, bonus etc. for the man power employed by contractor is to be followed and paid by Contractor.
2. Contractors who have been awarded service contracts should have EPF code number. In case the contractor has his own EPF Code given by RPFCC, then in that case he should deposit the contribution



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of his workmen against their UAN number every month and will submit a copy of the challan in this regards along with his bills to the concerned finance deptt.

3. EL/AL as per labour law will be applicable (i.e. 8 leaves considered in this 6 months contract).

Note – EL/AL is not encashable.

4. National Holiday and holiday declared by HEC will be paid holiday.
5. Contractor has to ensure that the workers engaged by him are paid in accordance with latest minimum wages act of the Government. Rate of minimum wages of HEC is mentioned below. The wages given below are for HEC, which is presently higher than State Govt (Jharkhand) Wages. In case State Govt (Jharkhand) wages will be higher, the same will be applicable.
6. The sample breakup of the wages to be rendered under contract is as under

Sl	Items	Unskilled	Semi Skilled	Semi Skilled *	Skilled
1	Total Min. wages & VDA per day to be paid (Applicable at present)	599.97	616.75	683.88	765.69
2	Jharkhand Govt minimum wage wef 01.10.24	487	511	511	674

Note – Semiskilled* - Worker having experience of critical works

7. The tender will remain valid for 90 days from the date of opening of techno-commercial bid.
8. The Bidders may inspect the places of work in the Shops / Offices at FFP/HEC, Ranchi with permission of P&A FFP before submission of their bid.

B) Facility to be Provided by HEC

1. Supply necessary technical support in fettling of casting, maintenance and other activities related in this work.
2. Free supply of power, compressed air, oxygen, water etc. required to perform the specified work.
3. Providing necessary raw materials, tools and tackles, instruments for production & maintenance work will be handed over to the contractor on returnable basis only.
4. Resources such as input materials, sand, tools, material handling equipments, compressed air, spares etc and the necessary PPEs use by manpower will be provided by HEC. Contractor has to ensure the careful handling of all the resources given by HEC for work.
5. Space required for storage cum office will be provided at work site by HEC.
6. HEC may provide all the tools and other items required for work. However any tools and tackles or special tooling not given by HEC should arranged by the contractor/firm to complete the job.
7. HEC may allow the contractor and his men inside the work premises in all the shifts on working days as per the work requirement. They can enter/leave work premises during gate



opening/closing time only. However they may be allowed to work on Sunday/holiday only after prior instructions of executing authority duly approved by Plant head/FFP.

C) Contractor's Responsibility

1. Contractor should maintain daily workmen deployment register duly signed by HEC representative.
2. As per instruction of Engineer I/C -According to nature of work in any of the above listed scope of work to be attended by the contractor. The same to be recorded on daily basis in work progress register.
3. Duty hours: workmen in full strength or in part may require deploying in any shift as per requirement. In general duty from 8 am to 5pm (inclusive of lunch hours) in G shift. However depending upon the work nature and requirement, it may require continuing even after 5pm till the work is completed or as scheduled. No extra cost will be paid in this regard,(Shift deployment will be decided mutually between contractor and respective base I/C concern).
4. Contractor shall arrange food, snacks, soap and jute for cleaning of hands and transportation etc for their worker on their own cost.
5. Contractor is to co-ordinate with maintenance team of 05 Shop for attending PPM maintenance/breakdown of equipment.
6. The Contractor should depute one supervisor who will be physically present **every day** during working hours and he or his representative will report to Executing Authorities daily for taking instructions and for coordinating the work and maintaining the various records i.e. quantum of works done, workmen engaged etc. The acts done by the authorized supervisor / representative shall be binding on the Contractor.
7. The Contractor shall visit the site of work and get himself satisfied about the modalities and conditions of work as well as make necessary arrangement for the **safety and welfare** of his workmen such as protective-clothing, safety shoes, helmets, etc. before start of work. Safety rules to be followed and safety appliance and PPE as per Industrial Safety Norms of HEC is to be provided by the contractor.
8. Safe handling of tools, tackles and machine tools is the responsibility of contractor. In case of mishandling, damage or missing tools the applicable cost will be deducted from contractors R/A Bill.

D) Specifications: Quantity and Quality requirement of the work

1. L1 will be decided based on the total price of whole work i.e. on total package basis.
2. Working Hours: The normal working hours of factory shift timings are "A" Shift (6.00 AM to 2.00 PM), "B" Shift (2.00 PM to 10.00 PM), "C" Shift (10.00 PM to 6.00 AM) and General Shift (8.00 AM to 5.00 PM). Depending upon the requirement, the labours will be deployed



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by the Contractor in all four shifts, namely A, B, C and General shifts on all working days. In case of exigency of work, the contractor will be required to engage his labours round the clock regardless of Holidays / Rest Days with suitable compensation by grant of compensatory leave in lieu thereof. The Contractor or his authorized representative must be present during performance of work to attend exigency.

3. The workers can be deployed at any location of HEC or any place as directed by the Shop In-charge / Departmental In-charge commonly known as Executing Officer / Controlling Officer.

E) List of Profiles:

1	CRANE OPERATOR
2	RCC
3	FETTLER
4	FORGEMAN
5	FURNACEMAN
6	HEAT TREATER
7	MOULDER
8	SAND PREPARATOR
9	GAS CUTTER
10	WELDER
11	MACHINIEST
12	PRODUCTION AND DISPATCH
13	ELECTRICIAN
14	MANUAL WORKER

(V) Taxes and duties applicable:

1. All taxes excluding GST (as specified elsewhere in the tender) but including Charges, Royalties, any State or Central Levy and other taxes for materials if any obtained for the job and for execution of the contract shall be borne by successful bidder and shall not be payable extra by HECL. Any increase of above at any stage during execution of contract, including extension of the contract shall have to be borne by successful bidder. Bidder's quoted/accepted rates/price shall be inclusive of all such requirements.
2. GST along with Cess (if applicable) will be as per GeM conditions.
3. TDS shall be deducted as applicable.



(VI) Schedule of deviations :

Deviation, if any may be furnished by the Bidder in **Annexure-C**. The deviations projected by the tenderer should be related to the system laid down for smooth performance of the contract. The Management reserves the right to accept or reject the deviations of any Bidder wholly or in part without affecting the Tender Bids.

(VII) Payment terms :

1. Payment will be made on running account bill on satisfactory completion of service in a particular period after verifying the claims submitted by the contractor for the said period. The claims should be supported by all requisite documents pertaining to payment of wages, CPF, Group Insurance, statutory taxes, etc. in respect of the preceding month.
2. Contractor has to submit his running bills alongwith following documents to the Executing Authority. The Executing Authority will verify the performance and recommend the payable amount as well as recovery against penalties and other amount, if any to Finance of respective unit (HMBP, HMTP & FFP) for making payment accordingly.

Contractor has to submit his bills in triplicate along with following documents to I/c P & A duly verified and approved by Executing Authority.

- a) Running Account bill
 - b) GST Invoice
 - c) Attendance register duly signed by Shop / I/c
 - d) EPF payment compliance
 - e) Wage Sheet with bank payment statement.
 - f) ESI Payment challan
3. GST will be reimbursed on submission of GST Challan.
 4. The payments will be made to the contractor through Account Payee Cheques or though net banking/ RTGS etc.
 5. Payment will be made within 60 days after submission of appropriate invoice along with all other required supporting documents to HECL as mentioned above
 6. The final bill is to be submitted along with all necessary documents as mentioned above including work completion certificate issued by Executing authority/respective Zone I/c.

(VIII) Security Deposit:

1. Security Deposit will be 10% of the Contract Value. The amount deposited as EMD will become part of Initial Security Deposit (ISD). This ISD shall be further augmented by deducting an amount equal to **10%** from the admissible monthly "Running Account" (R/A) payments to the Bidder. However, the total amount accumulated in the manner as stated above should be limited to maximum 10% of the Contract value.
2. The security deposit will be refunded after successful completion of work order and after issuance of No-claim Certificate by the Controlling Officer.
3. No interest shall be payable on Security Deposit.



(IX) Liquidated Damage and Risk and Cost and compensation for damages :

1. **Liquidated Damages:** If the Contractor fails to deploy required manpower (with consultation with Shop I/c) the work within the stipulated period, the Contractor shall be liable to pay Liquidated Damages @ 0.5% of the value of unfinished part of work per week of delay or part thereof maximum to 10% of the total contract value.
2. **Cancellation of order and getting the work done on Risk and Cost of the Contractor :** If the order is terminated due to breach of contract on part of the contractor, the balance quantity of work will be got done from the alternative sources at the risk and cost of the contractor work after serving a 15 days notice to contractor. The differential amount, if any, shall be recovered from Security Deposit and/or from any other bills of the contractor. The Company reserves its right to debar the contractor from participating into future tenders at any or all the Plants of the Company.
3. Contractor will be required to compensate in case any damage is caused in any form to the Corporation because of any acts attributable to the contractor or his agent or workmen.

(X) Escalation:

The Corporation will not take any liability for increase except escalation on account of enhancement in the labour cost during the contractual period and the extended period.

(XI) Additional terms and conditions :

1. **No-claim situations:** No claim on account of idle labour, interruption of work or any other account for any reasons whatsoever will be entertained.
2. **Extension of completion time:** Extension of completion time, if any, may be granted to the contractor by the Executing Authorities with due approval of the Competent Authority.
3. **Change in constitution / entity of tenderer / contractor:** In case of change in the constitution / entity of the tenderer / contractor, the tenderer / contractor will forthwith submit relevant documents in support of the change for acceptance / approval of the Competent Authority.
4. **Forfeiture of EMD and debarring future participation in tender bid:** In case any tenderer withdraws his offer after submission of bid or the successful tenderer deliberately withdraws his offer, his EMD shall be forfeited and he may be debarred from participating in future tenders for a period to be decided by the Competent Authority.
5. **Conduct of Contractor:** HEC reserves the right to suspend or terminate the contract forthwith and /or black list the contractor if a contractor is found to have committed any misconduct / malpractice.
6. **Site-in-Charge:** Contractor or his authorized representative shall be Site-in-Charge who will take the instructions from the Executing Authority / Controlling Officer and accomplish the work. The contractor will intimate his as well as his authorized representative's contact



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address and telephone numbers to the Executing Authority / Controlling Officer to contact them in odd hours.

7. **Executing Authority/ Controlling Officer** : In-charge of the Shop / Department or their representatives will be the Executing Authority / Controlling Officer of this contract. After award of the works contract, the Contractor has to take all necessary instructions/guidance from them only. The Executing Authority will have the sole responsibility to see that the Contractor is complying the terms and conditions of the contract and does the work in accordance with the work/service order.
8. **Materials (If applicable)**: Materials except supply material as mentioned in appendix I, required for performing the works shall be provided by the respective Controlling Officer besides electricity, compressed air, electrodes, consumables, water etc free of cost. Materials mentioned in schedule of quantity is to be supplied by successful bidder.
9. **Declaration / Discloser of Relationship**: The Tenderer/bidder has to declare whether the Tenderer, Proprietor or any Partner of the partnership firm or Director of their Company, as the case may be, has any relation with any employee working in any Plant /Offices of HEC and if so the tenderer / bidder shall declare the name of such employee and his relationship. The tenderer / bidder shall also declare whether he has relationship with any of the Directors of HEC within the meaning of Section 6 of the Companies Act, 1956 and if so, he shall furnish the details thereof. The Tenderer, Proprietor / Partner / Director of the bidder firm / Company must submit a declaration whether any of his / their member(s) or relative(s) is/are partners / Director of any other bidder(s) participating in this bidding at the time of opening of Techno-Commercial bid. If so, only the lowest bid of such firms / Company shall be considered. The above shall be given in **Annexure-B**.
10. General Condition of Contract (GCC) and Special Conditions of Contract (SCC) will be binding on tenderers / contractors. GCC, SCC and other specifications are available in HEC's website www.hecltd.com may be referred before submission of the offer on any working days during office time.
11. The Contractor will abide by the Corporation's Guidelines, Government Directives issued on the matters of engagement of Schedule Caste / Schedule Tribe, persons with disabilities, women, displaced persons, wards of deceased employees etc.
12. All the Statutory Rules and Regulations, Govt. Acts, Corporation Guidelines issued or to be issued by the Corporation from time to time in the matter shall be binding to the contractor.
13. **RESOLUTION OF DISPUTE**
The provisions of Arbitration and Conciliation Act, 1996 (as amended from time to time) shall apply to the arbitration proceedings.
14. **ARBITRATION**
Any dispute that arising between the parties out of or in-connection with this order/purchase order or for the breach thereof shall be settled amicably and in good faith by negotiations between the



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authorized /designated executives of the parties, at the first instance.

In the event, the parties fail to resolve the disputes or differences arising out of or in connection with the order/purchase order or execution thereof through amicable settlement, the same shall be referred to settlement through "adjudication" of the same by the Single Arbitrator, jointly nominated by both the parties by mutual consent. Such arbitration shall proceed as per the provisions of Arbitration and Conciliation Act, 1996 and/or amended from time to time.

The arbitration shall be governed by and in accordance with the Arbitration and Conciliation Act, 1996 for adjudication of the disputes and differences including claims and counter-claims of the parties. The award rendered shall be final and binding upon both the parties.

The cost of the arbitration proceedings shall be borne by both the parties equally.

The venue of arbitration shall be normally at Ranchi only, unless and until agreed otherwise by the parties.

15. **Jurisdiction & Governing Laws** - This agreement shall be governed by and construed in accordance with laws of India. Any dispute arising out of this agreement shall be subject to the jurisdiction of courts of Ranchi, India only.
16. **Constituents of tender**: The Tender Document, Letter of Acceptance, GCC and Agreement will form the part of Contract.
17. **Determination and Termination of Contract**: The Contract can be determined and terminated in terms of Clause 7 of the General Conditions of Contract.
18. **Agreement**: The successful tenderer shall be required to enter into an agreement with the Company on a Non-Judicial Stamp Paper of Rs. 100.00 (Rupees One hundred only) as per the proforma prescribed by the Company, within 15 days from issue of Letter of Acceptance / Work Order.
19. **Integrity Pact**: Not Applicable
20. Interpretation & Saving:
 - a) In case of any ambiguity with regard to interpretation of any clause of this contract the interpretation given by the Competent Authority shall be final and binding to the tenderer / contractor.
 - b) M/s HEC Limited does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tender bids without assigning any reasons thereof and may divide the work among two or more tenderers. The decision of the Corporation in this regard shall be final.

For and on behalf of
Heavy Engineering Corporation Limited

DGM / I/c Operation / FFP



Scope of works – Details of operation & Maintenance Activities / job details Area wise:

scope of work for SI no 1:

1. **Cleaning of Bay:** Cleaning of bay for incoming castings is done by Crane operator, RCC, manual workers, sand preparator , production & dispatch person, molder and furnace men/forgeman/heat treatment.
2. **Receiving Castings from 01/02 Shop:** Castings after molding in 01/02 Shop are received in 05 Shop by Crane Operator and RCC by unloading the castings in suitable bays in assistance with production & dispatch person.
3. **Operating compressor and ensuring availability of required materials to respective workers:** Compressor is being operated and availability of materials like welding rods, gouging rods, chisels, grinding wheel etc. is being ensured by production & dispatch person to respective workers at their respective workplace.
4. **Preparation of castings for Heat Treatment:** Castings received then undergo the cleaning process of removal of sand by Chippers to prepare it for the Heat treatment process.
5. **Heat treatment of castings:** Prior to heat treatment, sand base of furnace car is being leveled by manual workers, sand preparators and molder. Then, after removal of sand, castings are loaded on furnace car by the Crane Operator and RCC in assistance with furnacemen /forgeman/heat treatment. Then heat treatment process is done by furnacemen/ forgeman/heat treatment assisted by manual workers as per heat treatment cycle keeping a check on temperature achieved and producer gas level inside furnace.

Then after heat treatment castings are unloaded from furnace in suitable bays as assisted by production and dispatch person by crane operator, RCC and furnacemen/forgeman/heat treatment.
6. **Cutting of test-piece from castings:** After Heat Treatment process the test piece is cut by welder and further finishing is done by machinist/grinder and is then sent to TSD department by Production & dispatch person.
7. **Cleaning of castings for Gas Cutting:** After Heat treatment process after cutting test-piece further cleaning of castings is done at the runner, riser and ingates site using Punching/Chipping and Gouging processes by the Chippers and welders to prepare the castings for gas cutting of risers, runners and ingates from the castings.
8. **Gas Cutting Process:** This process is done by gas cutters to remove runners, ingates and risers from castings using gas cutting process. This process involves keeping check on oxygen level during gas cutting and arranging acetylene/LPG cylinders by sand preparators.



9. **Cleaning and Dressing process:** After gas lancing, cleaning and dressing of the castings is done by welders and chippers using welding/gouging and chipping/punching to remove adherent sand, scale, fins, excess metals, heads and other irregularity to achieve the desired shape and finish.
10. **Rectification:** This process is done mainly by welders to salvage the castings from defects like surface cracks and sand fusion.
11. **Scrap Collection:** Scrap is collected and dispatched for melting purpose by crane operator, RCC, Manual workers assisted by production and dispatch person.
12. **Grinding process:** The grinding process is done by machinist and grinders using swing frame grinder/ hand grinder/ baby grinder and pencil grinder for preparation of castings for machining/ final dispatch from 05 Shop.
13. **Painting of casting before final dispatch:** After grinding various castings before external dispatch are being painted using primer and black paint etc. and address of customer is written on them by manual workers, gas cutters etc.
14. **Housekeeping work:** Manual work like cleaning/housekeeping of shop floor, offices and cutting of bush surrounding the shop etc. is being done mainly by manual workers.
15. **MAINTENANCE IN 05 SHOP**
 - a. Handling of complex locating objects (templates and gauges etc.) and carving out these objects by fitting and chipping operations. Handling of simple locating object (jigs and fixtures etc.) and carving out these objects by grinding, drilling, fitting and chipping operations. Cleaning, greasing, lubricating and fitting of accessories. Pipeline repairing. Filling of lubricating oils. Proper greasing of lead screw, feed shaft, bearing, bed guide ways etc. Routine checking of equipment on daily basis and weekly basis of various equipment. Attend running and breakdown maintenance. Preparation of sub-assembly of electrical equipment etc
 - b. This involves attending running/breakdown maintenance of various equipment. Inspection, fault rectification, repairing of electrical wiring, switches and equipment in shop and buildings etc. Checking Bush bars and current collectors of EOT cranes, welding machines, compressor, furnace etc. Repairing and replacement of control relays and contractors. Preparation of sub-assembly of electrical equipment etc.
 - c. Assist maintenance team during furnace breakdown, repairing of hand Grinder/chipping machine/welding torch/Gouging torch etc. Housekeeping of maintenance related offices.



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Annexure-A

TENDERER'S PROFILE

The tenderers are to furnish the following particulars.

1. Name of the tenderer:
2. Status of the tenderer (Individual / Proprietary Business concern / Partnership firm / Cooperative Society/ Registered Society / Company / Woman Entrepreneurship / (SC/ST) Entrepreneurship etc). Supporting document is to be submit by tenderer.
3. Name & address of the Proprietor/Partner/Directors alongwith contact phone No.(If required separate sheet may be attached):
4. Office-post/title or the position held by the tenderer:
5. Office Address of the tenderer and its Phone No., Fax & e-mail, etc.:
6. Local address, if any, for immediate contact,:
7. Name, full address and contact phone number of Site Incharge of the tenderer:
8. Name, full address and contact phone number of Legal heirs, particularly first class, of the tenderer (if required separate sheet may be attached) whose status is individual or proprietary business concern.
9. Any other information:

Signature of Tenderer.

Name:

Date:

Seal:



Annexure-B

DECLARATION / DISCLOSURE OF RELATIONSHIP

1	Whether the Tenderer, Proprietor or any Partner of the firm or Director of the Company, as the case may be, has any relation with any employee working in any Unit/ Plant/ Office of HEC?	Yes/No If yes, give detail in the Table below.
2	Whether the Tenderer, Proprietor or any Partner of the firm or Director of the Company, as the case may be, has any relationship (within the meaning of Section 6 of the Companies Act 1956) with any of the Directors of HEC?	Yes/No If yes, give detail in the Table below.
3	Whether the Tenderer, Proprietor or any Partner of the firm or Director of the Company, as the case may be, has any relation with any partner / Director of any other bidder(s) participating in this Bid.	(To be furnished after opening of the Technical Bid)

Sl. No.	Name, P.No., Designation, Posting of the employee(s) / Director of HEC related to the Tenderer, Proprietor or any Partner of the firm or Director of the Company, as the case may be	Relationship	Signature of employee(s)/ Director concerned

I / We declare that information furnished above are correct to the best of my/our knowledge. I/We understand that if any information furnished above is found to be wrong at any point of time, my bid / work order shall be cancelled, EMD shall be forfeited and my/our firm shall be kept in business holiday as deemed fit by the Corporation.

Signature of Tenderer.

Name:

Date:

Seal:



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(A Government of India Enterprise)
Plant Plaza Road, Dhurwa-834004, Ranchi, Jharkhand

Annexure-C

SCHEDULE OF DEVIATIONS

I have gone through the contents of Tender Documents and the following Clauses of the Tender Documents are **not acceptable** to me.

Sl.	Clause No.	Details of deviation required
.....

Signature of Tenderer.

Name:

Date:

Seal:



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Annexure-D

UNDERTAKING

1. I / We hereby declare that I/we have carried out successfully works of large magnitude in nature to the work embraced in this Tender and have adequate organization and experienced personnel to handle this type and magnitude of works.
2. I / We also hereby declare that I/we have seen and studied carefully before submitting the Tender, the technical aspects of the work and terms & conditions, General Conditions of Contract, Special Conditions of contract, Bill of Quantity and description of work, etc. and I/we am/are aware that all the above Tender Documents relating to the said work will be binding on us.

Signature of Tenderer.

Name:

Date:

Seal:



Annexure-E

LIST OF DOCUMENTS AND ENCLOSURES ATTACHED

I/We have gone through the Tender Documents and I/we am/are submitting my/our offer for doing the work as specified in the tender documents. I/we am/are submitting the following documents for your kind consideration:

SI	Documents required as enclosures	Particulars of documents
1.	Demand Draft / BG towards Earnest Money	
2.	Income tax returns pertaining to 3 years	
3.	Copies of Contract Completion / Work Order / Performance Certificates in support of experiences of "similar work" executed during last seven years attached to a list of such copies	
4.	Tenderer's Profile (Annexure – A)	
5.	Declaration / Discloser Of Relationship (Annexure – B)	
6.	Schedule of Deviations (Annexure – C)	
7.	Undertaking (Annexure – D)	
8.	MSME/SSI/NSIC registered unit (If applicable) SC/ST Entrepreneur (if applicable)	
9.	CPF Registration Certificate*	
10.	Labour Licence*	
11.	Insurance Coverage Certificate* (General Insurance Scheme under LIC or EDLI)	
12.	GST Registration Certificate	
13.	Tenderer must declare that he/his organization has not been convicted or blacklisted by any PSU or Govt.	



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14.	PAN No.	
15.	A certified copy of Registration Certificate in case of a Cooperative Society	
16.	A certified copy of Passed resolution for taking up the work on contract and authorizing its representative to file tender on its behalf	

*to be submitted consequent to award of contract

I/We confirm that the information furnished in the documents enclosed with the tender are correct to the best of my/our knowledge and I/We agree to comply with all the conditions stipulated in the Tender Documents.

Signature of Tenderer.

Name:

Date:

Seal:



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Annexure F

BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

(to be issued by any Nationalized bank preferably State bank of India negotiable at their counters in Ranchi)

NO.

Dated:

TO,
M/S HEAVY ENGINEERING CORPORATION LIMITED
PLANT PLAZA ROAD,
DHURWA,
RANCHI – 4

Dear Sirs,

In consideration of your agreeing to accept the Earnest money deposit of Rs.----- (Rs-----
-----) furnish able to you by M/s-----
----- (Hereinafter Referred to As Contractor) In terms of the Enquiry No. -----
----- Dtd. ----- for Supply of ----- (Hereinafter
Referred to as the Contract) in the form of a Bank Guarantee in the Manner hereinafter contained we -----
-----, having registered office at ----- do
hereby covenant and agree with you as follows.

1. We hereby undertake to indemnify you up to a sum of Rs. ----- (Rs. -----
----- only) against any loss or damage caused to or suffered by you or that may be caused to or suffered by you
by reason of any breach or breaches on the part of the contractor of any of the terms and conditions contained
in the said contract and in the event the Contractor shall make any default or defaults in carrying out any of the
works under the said contract or otherwise in the observance and performance of any of the terms and
conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on
demand and without any protest or demur pay to you such sum or sums not exceeding in total the said sum of
Rs.----- (Rs. -----*amount*-----only) as may be claimed by you as your losses and/or
damages, costs, charges or expenses by reason of such default or defaults on the part of the contractor.

2. Notwithstanding anything to the contrary contained in this guarantee your decision as to whether the
contractor has made any such default or defaults and the amount or amounts to which you are entitled by
reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims or
damages or losses suffered by you but will pay the amount demanded by you under this guarantee forthwith on
your demand without any protest or demur.

3. This guarantee shall continue and hold good until it is released by you on the application by the contractor



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after expiry of the related warranty period of the said contract and after the contractor have discharged all their obligations under the said contract and produced a certificate of due completion of the work under the said contract and submitted a "NO Demand Certificate" provided always that this guarantee shall in no event remain in force after the date of----- without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us not withstanding that the same is or are enforced after the said date.

4. We-----, further undertake to extend the validity of this beyond the period prescribed in clause 3 or as extended from time to time for such further period as may be required in writing before the Expiry of this and upon such extension(s), all terms and conditions of this shall remain in full force till the expiry of this extended period(s).

5. You will have the fullest liberty without affecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the contractor or to postpone for any time or from time to time any of your rights or powers against the contractor and either to enforce or forbear to enforce any of the terms and conditions of the said contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the contractor or any other forbearance, act or omission on your part or any indulgence by you to the contractor or by any other variation or modification of the said contract or any other act, matter or things whatsoever, which, under the law relating to sureties, would but for the provisions hereof, have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of Rs. -----(Rs.-----) as aforesaid or extend the period of the guarantee beyond the said Date of -----unless expressly agreed to by us in writing in terms of clause 4 hereof.

6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the contractor or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be of the contractor.

7. In order to give full effect to the guarantee herein contained, you shall be entitled to act as if we are your principal debtors in respect of all your claims against the contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety ship and other rights, if any, which are in any ways inconsistent with any of the provisions of this guarantee.

8. Subject to the maximum limit of our liability as aforesaid this guarantee will cover all your claim or claims against the contractor from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of six months from the date of expiry of this guarantee.

9. Any notice by way of demand or otherwise hereunder shall be in writing and may be sent by special Courier or Tele fax to us or our Local Address as aforesaid.

10. This guarantee and the powers & provisions herein contained are in addition to and not by way of limitation or substitution for any other guarantee or guarantees heretofore given to you by us whether jointly with others or alone and now existing un cancelled and that this guarantee is not intended to and shall not revoke or limit



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such guarantee or guarantees.

11. This guarantee shall not be affected by any change in the constitution of the contractor or us nor shall it be affected by any change in your constitution or by any Amalgamation or absorption thereof or therewith but will ensure for the benefit or and be available to and enforceable by the absorbing or amalgamated company or concern.

12. This guarantee is irrevocable during the period of its currency and shall not be revoked without your previous consent in writing.

13. We further agree and undertake to pay you the amount demanded by you in writing irrespective of any dispute or controversy between you and the contractor or any reference to arbitration of the said dispute/controversy pending or a civil suit filed by the contract or in respect of the dispute or controversy.

14. Notwithstanding anything contained herein above our liability under this guarantee is restricted to Rs.-----
----- (Rs. -----only) and this guarantee shall remain in force until -----
-----unless a written claim is lodged on us for payment under this guarantee within six months from the date of expiry of this guarantee . i.e. On or before-----all your rights under this guarantee shall be forfeited and we shall be deemed to have released and discharged from all liabilities there under, irrespective of whether or not the original guarantee is returned to us.

15. We have power to issue this guarantee in your favour under the memorandum and articles of association of the bank and the undersigned has full power to execute this guarantee under the power of Attorney Granted to them by the Bank.

FOR AND ON BEHALF OF



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Annexure – G

Sample - Form of contract agreement

This Agreement made on this thedate....., at Ranchi.

BETWEEN

M/s Foundry Forge Plant (for short “FFP”) of M/s Heavy Engineering Corporation Limited (For short “HEC”), a Central Public Sector Undertaking having its registered office at Plant Plaza Road, Dhurwa, Ranchi-834004 represented by its authorized representative, Foundry Forge Plant (herein after referred to as the Company)

AND

M/s XYZ, a (.....type of firm), having its registered office atAddress with GST No.....) (herein after referred to the Contractor)

WHERE AS

- (a) The company is desirous that certain specified nature of intermittent works should be executed as described in Open Tender Enquiry No. dated (GeM Bid No.....) for tendering of Works Contract for ...name of work..... of FFP.
- (b) The Contractor has submitted a tender expressing his willingness to undertake and execute the Works in ...name of work..... in terms of the aforesaid Tender Notice dated issued by the Company.
- (c) The Company has accepted the tender within the scope of tender documents submitted by the contractor and has accordingly awarded work contract to the Contractor initially for a period of year commencing fromdate..... todate....., which may be extended for further periods at the discretion of the Company subject to satisfactory performance of work and acceptance of the Contractor.
- (d) The Company has accordingly issued the first Work Order vide No. dated to the Contractor, which will be followed by subsequent work orders for the balance period of the Contract subject to satisfactory performance during the respective period.

NOW THIS AGREEMENT witnesses as follows:

- (1) In this AGREEMENT words and expressions shall have the same meaning as are respectively assigned to them in the General conditions of contract and Tender Document.
- (2) The following documents shall be deemed to form and be read and construed as part of this AGREEMENT and all of them together with this AGREEMENT shall be referred to as the CONTRACT.
 - (a) Open Tender Enquiry Notice No. dated
 - (b) Terms and conditions of the aforesaid Open Tender Enquiry Notice dated
 - (c) General conditions of the Contract.



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- (d) Specific Conditions of the Contract
(e) The aforesaid Work Order No. dated
- (f) Total Contract Value – Rs (Rupees Only)
- (3) The contractor hereby agrees to comply with the statutory obligation of the labour laws as applicable from time to time.
- (4) The contractor agrees to comply and adhere to the terms and conditions of the work order and all the other documents specifically mentioned in clause (2) of this agreement.
- (5) In consideration of the payment as specified in the work order to be made by the Company to the Contractor, the Contractor hereby covenant with the Company to undertake and execute the work contract as specified in the Tender Documents and guarantees the performance specified by the Company and to carry out the rectification of all defects in the work in conformity with the provisions of the contract in all respects.
- (6) The Company hereby covenant to pay to the contractor, in consideration of completion of execution and maintenance of work, the contract price at the time and in the manner prescribed in the contract.
- (7) This AGREEMENT constitutes the entire agreement between the parties hereto and supersedes all prior negotiations, representations or agreements related to the contract whether written or oral.

IN WITNESS WHEREOF the parties have signed the AGREEMENT in the presence of the following witnesses on this the 30th September, 2022 Day at Ranchi.

For & on behalf of
M/s FFP-HEC Ltd.

For and on behalf of
M/s XYZ

Signed by
Name-
Seal

Signed by
Name
Seal

Witness:-1

Witness:-2

Signature-

Signature-

Name-

Name-

Address:-

Address:-